

MOTION TO REINSTATE DRIVER'S LICENSE
INSTRUCTIONS AND FORMS

STEP 1
**FILL OUT THE "NOTICE OF MOTION AND MOTION FOR REINSTATEMENT OF
DRIVER'S LICENSE" FORM**

The purpose of this form is to request that the court instruct the Department of Public Safety to reinstate your driver's license.

STEP 1a: The information to fill in the boxes and blanks at the top of the form can be found at the top of your current child support order or your divorce or paternity decree, including:

- The county where your case is located (which may be different from the county where you live).
- The number of the judicial district.
- The court file number.
- The name of the Petitioner/Plaintiff.
- The name of the Respondent/Defendant.

If you are the Petitioner/Plaintiff in the current order or decree you will be the Petitioner/Plaintiff in this motion. If you are the Respondent/Defendant in the current order or decree you will be the Respondent/Defendant in this motion.

STEP 1b: Fill in the name and the last known address of the other party and the county attorney's office. **DO NOT** fill in the date, time, and location of the hearing yet. You will fill in this information as part of Step 3 below.

STEP 1c: Fill in the name and phone number of the person to contact to settle this matter.

STEP 2
**FILL OUT THE "AFFIDAVIT IN SUPPORT OF MOTION
TO REINSTATE DRIVER'S LICENSE" FORM**

STEP 2a: Fill in the top of the form the same way you did on your "Notice of Motion and Motion for Reinstatement of Driver's License" form in Step 1a above.

STEP 2b: Check the appropriate box that applies to your situation.

STEP 2c: **ONLY DATE AND SIGN YOUR "AFFIDAVIT IN SUPPORT OF MOTION TO REINSTATE DRIVER'S LICENSE" WHEN YOU ARE IN FRONT OF A NOTARY PUBLIC OR THE COURT CLERK. MAKE SURE TO BRING PICTURE IDENTIFICATION TO SHOW TO THE NOTARY PUBLIC OR CLERK.** A Notary Public can usually be found at a bank and sometimes the courthouse.

STEP 3
OBTAIN A HEARING DATE, TIME, AND LOCATION

FROM THE COUNTY COURT ADMINISTRATOR

- STEP 3a:** Contact the Court Administrator's Office in the county where your case is located. Tell the Court Administrator that you will be filing a motion for reinstatement of driver's license in the Expedited Child Support Process and need a date, time, room number, and address for a hearing. The hearing date must be at least 17 days away from the date the documents are mailed to the other party and the county attorney's office. Count the day after it is mailed as Day 1.
- STEP 3b:** Using the information you received from the Court Administrator, fill in the date, time, and location of the hearing on the "Notice of Motion and Motion" form.

STEP 4 SIGN THE "MOTION TO REINSTATE DRIVER'S LICENSE" FORM

NOTE: ONLY DATE AND SIGN YOUR MOTION WHEN YOU ARE IN FRONT OF A NOTARY PUBLIC OR THE COURT CLERK. MAKE SURE TO BRING PICTURE IDENTIFICATION TO SHOW TO THE NOTARY PUBLIC OR CLERK. A Notary Public can usually be found at a bank and sometimes at the courthouse.

STEP 5 MAKE COPIES OF FORMS

After signing and having your document notarized, make three copies of your motion and three copies of any attachments. Keep one copy of the motion and a copy of any attachments for yourself (make sure to bring your copies with you to court on the day of the hearing.)

STEP 6 HAVE COPIES OF THE DOCUMENTS SERVED ON THE OTHER PARTY AND COUNTY AGENCY

You must arrange for the other party and the county attorney's office to receive complete copies of all documents you have prepared for the hearing. This is called "service of process." A copy of the motion, affidavit, and any attachments must be served upon all parties, either personally or by mail. Personal service means the documents are hand delivered to the other party personally or leaving the documents at the other party's place of residence with some person who is 18 years or older who also lives at the same residence. If the other party is represented by an attorney, the documents must be served on the attorney instead of the party.

If using personal service, the documents must be hand delivered upon the other party (or his/her attorney if there is one) and the county attorney's office at least 14 days before the hearing date. If using mail service, the envelopes containing the documents must be mailed to the other party (or his/her attorney if there is one) and to the county attorney's office at least 17 days before the hearing date. **If your documents are not personally served upon the other party (or his/her attorney) and the county attorney's office at least 14 days before the hearing date, or**

mailed upon the other party (or his/her attorney) and the county attorney's office at least 17 days before the hearing date, your motion may not be heard by the court.

NOTE! YOU CANNOT SERVE THE DOCUMENTS YOURSELF. YOU MUST HAVE SOMEONE ELSE OVER THE AGE OF 18 WHO IS NOT A PARTY TO THE CASE HAND DELIVER OR MAIL THE DOCUMENTS FOR YOU.

<p style="text-align: center;">STEP 7 COMPLETE THE "AFFIDAVIT OF SERVICE" FORM</p>
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The person who hand delivers or mails the documents must fill out an "Affidavit of Service" form for each party served. You will need to make additional copies of the blank "Affidavit of Service" form.

NOTE! THE PERSON WHO HAND DELIVERS OR MAILES THE DOCUMENTS MUST SIGN THE "AFFIDAVIT OF SERVICE" IN FRONT OF A NOTARY PUBLIC OR THE COURT ADMINISTRATOR. MAKE SURE THE PERSON BRINGS PICTURE IDENTIFICATION TO SHOW TO THE NOTARY PUBLIC OR CLERK.

<p style="text-align: center;">STEP 8 FILE THE FORMS WITH THE COURT ADMINISTRATOR AND PAY ANY REQUIRED COURT FEE</p>

The original "Motion to Reinstate Driver's License" and "Affidavit of Service" must be filed with the court in the county where your case is located at least 14 days prior to the scheduled hearing.

You must attach copies of all supporting documents you wish the court to consider. Any documents or copies attached to the originals for the court must also be attached to copies served on the county attorney's office and the other party.

Court Fees

You must be prepared to pay any court fee, if applicable, at the time of filing. If you cannot afford to pay the fee, you may qualify to have the filing fee and motion fee waived by the court. You will need to fill out an In Forma Pauperis application (available from the Court Administrator) and file it with the Court Administrator. Your application will be reviewed by a child support magistrate or judge who will decide whether you must pay the fees. If the magistrate or judge does not sign an order that waives the fees, you must be prepared to pay the fee or the clerk cannot accept your forms.